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COMMITTEE ON CONFERENCES
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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED ORGANIZATION OF WORK AND EFFECTIVE USE OF CONFERENCE RESOURCES:

EXISTING CONFERENCE RESOURCES, SERVICES AND FACILITIES WITHIN THE UNITED NATIONS

Conference servicing at the United Nations

Note by the Secretariat

Introduction

1. At its 296th to 299th meetings, on 22 and 23 August 1989, the Committee on Conferences reviewed the draft calendar of conferences and meetings for the biennium 1990-1991. During that discussion, some representatives drew attention to the distribution of conference activity among the available conference centres.

2. At the end of its consideration of the item, the Committee concluded that the Secretariat should provide to the Committee relevant information on the issue, including a revised version of the documents containing data on conference resources, services and facilities within the United Nations. That information is contained in document A/AC.172/137, which is currently before the Committee.

3. The present conference room paper is intended to provide additional information on the distribution of conference activity as governed by General Assembly resolution 40/243 of 18 December 1985, and on assessing the capacity of the existing resources, services and facilities in the United Nations. It should be noted that permanent conference-servicing capacity providing the full range of services exists at New York, Geneva and Vienna.

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* A/AC.172/132/Add.1.

I. Calendar of conferences and meetings

4. By paragraph 4 of section I of its resolution 40/243, the General Assembly reaffirmed "the general principle that, in drawing up the schedule of conferences and meetings, United Nations bodies shall plan to meet at their respective established headquarters, with the following exceptions:

"(a) The regular sessions of the Governing Council of the United Nations Development Programme shall be held alternately at United Nations Headquarters and at the United Nations Office at Geneva;

"(b) The sessions of the International Law Commission shall be held at the United Nations Office at Geneva;

"(c) The sessions of the United Nations Commission on International Trade Law may be held ... alternately at United Nations Headquarters and at the United Nations Office at Vienna;

"(d) The second regular session of the Economic and Social Council may be held at the United Nations Office at Geneva provided that the closing date falls at least six weeks before the opening of the regular session of the General Assembly;

"(e) The functional commissions of the Economic and Social Council shall meet at their established headquarters unless the Council designates another place to achieve a more rational pattern of the work programme, taking into account any recommendation of the commission concerned and in consultation with the Secretary-General;

"(f) The regular sessions of the Economic and Social Commission for Asia and the Pacific, the Economic Commission for Latin America and the Caribbean, the Economic Commission for Africa and the Economic and Social Commission for Western Asia, as well as meetings of their subsidiary bodies, may be held away from their headquarters when the commission concerned so decides, subject, in the case of regular sessions of the commissions, to the approval of the Economic and Social Council and the General Assembly;

"(g) The International Civil Service Commission shall hold its regular annual session at United Nations Headquarters and, if more than one session is required in any one year, may accept an invitation from one of its participating organizations to hold its other session or sessions at the headquarters of that particular organization;

"(h) The sessions of the Legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space shall be held alternately at United Nations Headquarters and the United Nations Office at Geneva;

"(i) The Conference on Disarmament shall meet at the United Nations Office at Geneva".

5. By paragraph 10 of the same resolution, the General Assembly requested "the Committee on Conferences and the Secretary-General to take account of the following principles in drawing up the draft calendar of conferences and meetings:

...

"(f) United Nations bodies shall meet at their respective established headquarters, subject to the exceptions to this principle approved by the General Assembly".

6. The Headquarters principle and the existing exceptions to it determine the venue of most meetings. Using the 1990-1991 calendar of conferences, as approved by the General Assembly in resolution 44/196 A, as a base, the annex to the present note is an alphabetical listing of all the entries in the calendar, together with information on the venue of meetings, as well as membership and periodicity. The venue indicated in the annex corresponds to the established headquarters of the body concerned, or, where applicable, exceptions to that principle as established by the above-cited paragraphs of resolution 40/243. It should be noted that some treaty bodies are, in accordance with their rules of procedure, entitled to meet elsewhere than at the location of the substantive secretariat concerned; the 1990-1991 cases are indicated by an asterisk after the entry in the column "Location".

7. In addition, some official entries in the calendar regularly meet at other venues, such as the Preparatory Commission for the International Sea-Bed Authority and for the International Tribunal for the Law of the Sea at Kingston, the World Food Council at Rome, the United Nations University at Tokyo, the INSTRAW Board of Trustees at Santo Domingo, the Committee on Food Aid Policies and Programmes at Rome.

Resources

8. Section 29 of the programme budget covers the provision of conference and library services for the United Nations in New York, Geneva (including the requirements of ECE, UNCTAD and UNHCR) and Vienna. Conference-servicing requirements of the regional commissions and UNEP are budgeted under the relevant budget sections, and, as at the 1990-1991 biennium, provisions for servicing sessions of the Commission on Human Settlements have been transferred from section 29B to section 19 of the programme budget, as recommended by the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and approved by the General Assembly.

9. Permanent conference-servicing capacity exists at Headquarters, Geneva and Vienna and provides the full range of services organized in service divisions covering interpretation, verbatim reporting, translation/revision, précis-writing, typing, editing, proof-reading, reproduction and distribution of documents, conference attendants, officers and other general services. In view of the uncertainties surrounding the features and details of the calendar of conferences, permanent conference-servicing resources at Headquarters, Geneva and Vienna are programmed to varying degrees below the actual level required, and the difference

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is made up through the use of temporary staff - that is through recruitment of free-lance staff against resources for temporary assistance for meetings.

10. As of 1988-1989, the proposed programme budget incorporated in the resource base of the Department of Conference Services temporary assistance requirements for meetings, other than those for the General Assembly, on the basis of experience in the previous five years both in terms of actual expenditure and the expected future pattern of meetings. In other words, provision was made in the proposed programme budget not only for meetings known at the time of budget preparation but also for meetings that would be authorized subsequently, provided that the number and distribution of meetings and conferences in the biennium in question were consistent with the pattern of meetings in past years.

II. Services

A. Meeting services

1. Interpretation

11. As at 1 January 1990 after post reductions, the permanent staffing establishment at Headquarters can service 60 meetings per week as compared to the previous number of 70 meetings. The United Nations Office at Vienna is budgeted for one full team of interpreters which would correlate to a capacity of 10 meetings per week. The present permanent staffing establishment of the United Nations Office at Geneva can service 45-50 meetings per week, depending on the language combinations involved.

12. The capacity of the Interpretation Service is calculated by multiplying the number of interpreters by the number of assignments per week and dividing by the number of interpreters assigned to a meeting. This figure is then adjusted to take account of absences on annual/sick leave, holidays and travel on official business. The calculation is based on the work-load standards for interpreters, which is 1.5 work-days per meeting (of 2 1/2 to 3 hours' duration) per language for English, French, Russian and Spanish; 2 work-days per meeting per language for Arabic and Chinese. Since this standard is weekly, interpretation capacity that is unused in a given week cannot be utilized the following week.

13. Interpreters are divided into teams, defined as the unit needed to service a 10-meeting week. A six-language team comprises a total of 20 people as follows: 3 interpreters for English, French, Russian and Spanish, and 4 interpreters for Arabic and Chinese since interpreters in those languages interpret both into and from their own language.

14. The balance, in terms of the cost, between permanent staff or temporary assistance is constantly under review. Determinations are made based on prevailing conditions, and scheduling involved. In other words, experience could be such that it would be more cost-effective to propose changes in the mix between permanent and free-lance staff. Historically, the mix at the United Nations Office at Geneva has been that of fewer permanent staff, and a greater reliance on free-lance recruitment.

2. Précis-writing

15. Summary records are drafted by members of the English, French, Spanish and Russian translation services at Headquarters. At Geneva, original summary records are prepared in English and French. Since it is the translators who are assigned as précis-writers, they are not available for translation duties while covering meetings and preparing the records. The records are prepared by teams of précis-writers who attend the meetings and then draft summaries, which are subsequently revised by senior members of the same language service. The drafts are then typed in final form and forwarded to the other translation services for translation into the working languages of the bodies concerned other than the language in which the record was drafted.

3. Verbatim reporting

16. A permanent core of one team of verbatim reporters for each of the six official languages exists only at Headquarters. The permanent staffing establishment at Headquarters is intended to provide services to two meetings per day. The teams are composed of seven reporters for all six languages, one reviser each for English, French, Russian and Spanish and two revisers each for Arabic and Chinese.

B. Documentation services

17. Since the production of documents involves a series of processes, the calculation of the document-producing capacity of the Secretariat must take into account a number of organizational units, including those dealing with documents control, editing, reference, translation, précis-writing, typing, proof-reading, reproduction and distribution.

18. It is much more difficult in the case of document-producing staff than in the case of interpreters to quantify the relationship between their number and conference capacity. It is always possible to produce urgent documentation by postponing work on less urgent, non-conference documentation or entrusting the latter to the Contractual Translation Unit. In addition, temporary assistance is needed to supplement regular staff in order to produce conference documentation at peak work-load periods.

III. Facilities

19. The suitability of a given conference room for a specific meeting is primarily a two-sided question: the physical seating capacity in the room and the number of interpretation booths, if any. For this reason, information on the type of facilities available to the United Nations is presented in document A/AC.172/137, as a product of both factors. It should be noted that for some intergovernmental/expert bodies, the membership alone will not yield an indication as to the size of room required; other factors, such as the number of observers and participation of agencies, must also be accounted for.

A. Conference rooms at Headquarters

20. At United Nations Headquarters, there are a total of 15 rooms equipped for simultaneous interpretation. Six of these, the General Assembly Hall, the Trusteeship Council Chamber and conference rooms 1, 2, 3 and 4 are full-membership rooms, that is, they can accommodate representatives of the full membership of the United Nations at the conference table, with at least one adviser seated directly behind the representative. The remaining rooms, conference rooms 5, 6, 7, 8, 9 and 10, the Economic and Social Council Chamber, and the Security Council Chamber and Consultation Room, can accommodate between 19 and 112 representatives at the table.

21. The General Assembly Hall is considered suitable for very large meetings, and is used primarily for sessions of the General Assembly. Since the Charter requires that the Security Council be able to function continuously, no other meetings are scheduled in the Security Council Chamber and Consultation Room. Conference room 10 is normally scheduled for use by the ACABQ.

B. Conference rooms at the United Nations Office at Geneva

22. The physical facilities at the United Nations Office at Geneva can accommodate a significantly large conference programme. There are a total of 21 rooms equipped for simultaneous interpretation, 10 in the old Palais and 11 in the new wing. Six of the rooms equipped with simultaneous interpretation equipment are full-membership rooms. The distribution of meetings to the old Palais is intended to be based on the following:

(a) Meetings which can be accommodated rationally in smaller conference rooms and whose secretariat is located in the old building;

(b) Meetings whose size and nature are such that the Council Chamber and adjacent caucus rooms and offices provide ideal facilities from operational and security points of view;

(c) Conferences requiring the Assembly Hall (the largest room), and a number of smaller rooms, including caucus rooms without interpretation, and whose working methods require large servicing secretariats and a large number of servicing offices immediately around the Assembly Hall.

C. Conference rooms at the United Nations Office at Vienna

23. There are a total of five rooms with simultaneous interpretation equipment at the Vienna International Centre. Three of these, the Boardroom and conference rooms 1 and 2, have flexible seating which allows for adjusting the room from lecture to other configurations depending on the nature of the meeting in question.

24. The largest conference room at the Vienna International Centre is the Boardroom, which, depending on the seating configuration, can accommodate up to 200

delegates at the table. In this arrangement, there is no provision for advisers for a full-membership committee.

25. As per a note verbale dated 23 October 1985, the Austrian Government has placed at the disposal of the United Nations, the International Atomic Energy Agency and the United Nations Industrial Development Organization conference space at the Austrian Conference Centre free of charge for meetings which cannot be accommodated within the conference facilities of the Vienna International Centre. The offer superseded existing arrangements for the use of the Hofburg Congress Centre and included personnel required for the technical operation of the Austrian Conference Centre facilities, as well as the cost of heating, normal cleaning and electricity. It was based on the assumption that the international organizations would plan and service their meetings primarily at and from the Vienna Centre, and use the facilities of the Austrian Centre only to the extent that additional conference rooms or facilities would be required.

Annex

LISTING OF CONFERENCES AND MEETINGS, 1990-1991

Explanatory notes

The following abbreviations are used in the annex:

In the column headed "Organ"

ECA	Economic Commission for Africa
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
FAO	Food and Agriculture Organization of the United Nations
ICSC	International Civil Service Commission
INSTRAW	International Research and Training Institute for the Advancement of Women
NGO	Non-governmental organization
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNHCR	Office of the High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNITAR	United Nations Institute for Training and Research
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNU	United Nations University
WFC	World Food Council

In the column headed "Membership"

G Governments

E Experts

ST Secretariat or secretariats

	Organ	Location	Membership	Periodicity
1.	Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees [General Assembly resolution 1729 (XVI)]	New York	170 G	One meeting per year
2.	Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East [General Assembly resolution 1729 (XVI)]	New York	170 G	One meeting per year
3.	Ad Hoc Committee of the International Conference on Kampuchea [General Assembly resolution 36/5]	New York	10 G	
4.	Ad Hoc Committee of the Whole for the Preparation of the International Development Strategy for the Fourth United Nations Development Decade [General Assembly resolution 43/182]	New York	159 G	
5.	Ad Hoc Committee on the Indian Ocean [General Assembly resolution 2992 (XXVIII)]	New York	45 G	
6.	Ad Hoc Group of Experts on International Co-operation in Tax Matters [Economic and Social Council resolutions 1273 (XLIII) and 1765 (LIV)]	Geneva	25 E	One session every two years
7.	Administrative Committee on Co-ordination [Economic and Social Council resolution 13 (III)]	New York	25 ST	Two sessions per year
8.	Advisory Board on Disarmament Matters [General Assembly resolution 37/99 K]	New York	25 E	One session per year

	Organ	Location	Membership	Periodicity
9.	Advisory Committee on Administrative and Budgetary Questions [General Assembly resolution 173 (II)]	New York	16 E	Two sessions per year
10.	Advisory Committee on Science and Technology for Development [General Assembly resolution 34/218]	New York	28 E	One session per year
11.	Advisory Committee on the United Nations Educational and Training Programme for Southern Africa [General Assembly resolution 2431 (XXIII)]	New York	13 G	As required
12.	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law [General Assembly resolution 2099 (XX)]	New York	13 G	One session per year
13.	Amendment Conference of the States Parties to the Treaty Banning Nuclear Weapons Tests in the Atmoshpere, in Outer Space and under Water [General Assembly resolution 44/106]	New York	117 E	
14.	Board of Trustees of the United Nations Voluntary Fund for Indigenous Populations [General Assembly resolution 40/131]	Geneva	5 E	One session per year
15.	Board of Trustees of the United Nations Voluntary Fund for Victims of Torture [General Assembly resolution 36/151]	Geneva	5 E	One session per year
16.	Commission against Apartheid in Sports [General Assembly resolution 40/64 G]	New York	15 E	One session per year
17.	Commission for Social Development [Economic and Social Council resolutions 10 (II), 1139 (XLI) and 1147 (XLI)]	Vienna	32 G	One session every two years

	Organ	Location	Membership	Periodicity
18.	Commission on Human Rights [Economic and Social Council resolution 9 (II)]	Geneva	43 G	One session per year
19.	Commission on Human Rights - Ad Hoc Working Group of Experts on Southern Africa [Economic and Social Council resolution 1989/136]	Geneva	6 E	
20.	Commission on Human Rights - Global Consultations on the Realization of the Right to Development [Economic and Social Council decision 1989/141]	Geneva	159 G	
21.	Commission on Human Rights - Group of Three established under the International Convention on the Suppression and Punishment of the Crime of Apartheid [General Assembly resolution 3068 (XXVIII)]	Geneva	3 G	One session per year
22.	Commission on Human Rights - Open-ended Working Group on the draft body of principles and guarantees for the protection of mentally ill persons and for the improvement of mental health care [Economic and Social Council resolution 1989/76]	Geneva	43 G	
23.	Commission on Human Rights - Sub-Commission on Prevention of Discrimination and Protection of Minorities [Economic and Social Council resolution 9 (II)]	Geneva	26 E	One session per year
24.	Commission on Human Rights - Sub-Commission on Prevention of Discrimination and Protection of Minorities - Group of Five on Slavery [Economic and Social Council resolution 16 (LVI)]	Geneva	5 E	One session per year

	Organ	Location	Membership	Periodicity
25.	Commission on Human Rights - Sub-Commission on Prevention of Discrimination and Protection of Minorities - Working Group on Communications [Economic and Social Council resolution 1503 (XLVIII)]	Geneva	5 E	One session per year
26.	Commission on Human Rights - Sub-Commission on Prevention of Discrimination and Protection of Minorities - Working Group on Indigenous Populations [Economic and Social Council resolution 1982/34]	Geneva	5 E	One session per year
27.	Commission on Human Rights - Working Group on Situations [Economic and Social Council decision 1989/144]	Geneva	5 E	
28.	Commission on Human Rights - Working Group on the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognized Human Rights and Fundamental Freedoms [Economic and Social Council resolution 1989/80]	Geneva	43 G	
29.	Commission on Human Settlements [Economic and Social Council resolution 1978/1 and General Assembly resolution 32/162]	Nairobi	58 G	One session every two years
30.	Commission on Narcotic Drugs [Economic and Social Council resolution 9 (I)]	Vienna	40 G	One session every two years
31.	Commission on Narcotic Drugs - Meeting of Heads of National Drug Law Enforcement Agencies, African Region [Economic and Social Council resolution 1985/11]	Addis Ababa	50 G	One session per year

	Organ	Location	Membership	Periodicity
32.	Commission on Narcotic Drugs - Meeting of Heads of National Drug Law Enforcement Agencies, Asia and Pacific Region [Economic and Social Council resolution 1845 (LVI)]	Bangkok	25 G	One session per year
33.	Commission on Narcotic Drugs - Meeting of Heads of National Drug Law Enforcement Agencies, Latin American and Caribbean Region [Economic and Social Council resolution 1987/34]	Santiago	30 G	One session per year
34.	Commission on Narcotic Drugs - Sub-Commission on Illicit Drug Traffic and Related Matters in the Near and Middle East [Economic and Social Council resolution 1776 (LIV)]	Vienna	14 G	Two sessions per year
35.	Commission on the Status of Women [Economic and Social Council resolutions 11 (II), 1147 (XLI) and 1987/21]	Vienna	45 G	One session per year
36.	Commission on Transnational Corporations [Economic and Social Council resolution 1913 (LVII)]	New York	48 G	One session per year
37.	Commission on Transnational Corporations, reconvened special session [Economic and Social Council resolution 1989/24]	New York	159 G	
38.	Committee for Development Planning [Economic and Social Council resolutions 1079 (XXXIX) and 1625 (LI)]	New York	24 E	One session per year
39.	Committee for Development Planning - Working Group I [Economic and Social Council resolutions 1079 (XXXIX) and 1625 (LI)]	New York	24 E	One session per year

	Organ	Location	Membership	Periodicity
40.	Committee for Development Planning - Working Group II [Economic and Social Council resolutions 1079 (XXXIX) and 1625 (LI)]	Geneva	24 E	One session per year
41.	Committee for Development Planning - Working Group III [Economic and Social Council resolutions 1079 (XXXIX) and 1625 (LI)]	New York	24 E	One session per year
42.	Committee against Torture [General Assembly resolution 39/46 A]	Geneva	10 E	Two sessions per year
43.	Committee for Programme and Co-ordination [Economic and Social Council resolution 2008 (LX) and General Assembly resolution 31/93]	New York	34 G	One session in two parts per year
44.	Committee for Programme and Co-ordination, organizational session [Economic and Social Council resolution 2008 (LX) and General Assembly resolution 31/93]	New York	34 G	One session per year
45.	Committee for the United Nations Population Award [General Assembly resolution 36/201]	New York	10 G	One session per year
46.	Committee of Experts on the Transport of Dangerous Goods [Economic and Social Council resolutions 1488 (XLVIII) and 1979/42]	Geneva	14 G	One session every two years
47.	Committee of Experts on the Transport of Dangerous Goods - Sub-Committee of Experts on the Transport of Dangerous Goods [Economic and Social Council resolution 1989/104]	Geneva	14 G	Two sessions per year
48.	Committee of Trustees of the United Nations Trust Fund for South Africa [General Assembly resolution 2054 B (XX)]	New York	5 G	As required

	Organ	Location	Membership	Periodicity
49.	Committee on Applications for Review of Administrative Tribunal Judgements [General Assembly resolution 957 (X)]	New York	29 G	If required
50.	Committee on Conferences [General Assembly resolution 43/222]	New York	21 G	As required
51.	Committee on Contributions [General Assembly resolution 173 (II)]	New York	18 E	One session per year
52.	Committee on Crime Prevention and Control [Economic and Social Council resolutions 1979/19, 1982/29]	Vienna	27 E	One session every two years
53.	Committee on Economic, Social and Cultural Rights [Economic and Social Council resolutions 1982/33 and 1985/17]	Geneva	18 E	One session per year
54.	Committee on Economic, Social and Cultural Rights, pre-sessional Working Group [Economic and Social Council resolution 1988/4]	Geneva	5 E	One session per year
55.	Committee on Food Aid Policies and Programmes [General Assembly resolution 1714 (XVI)]	Rome	30 G	Two sessions per year
56.	Committee on Information [General Assembly resolution 33/115 C]	New York	74 G	
57.	Committee on the Exercise of the Inalienable Rights of the Palestinian People [General Assembly resolution 3376 (XXX)]	New York	23 G	As required
58.	Committee on the Exercise of the Inalienable Rights of the Palestinian People - Special Meeting in Observance of the International Day of Solidarity with the Palestinian People [General Assembly resolutions 32/40 B and 33/28]	New York	23 G	

	Organ	Location	Membership	Periodicity
59.	Committee on Natural Resources [Economic and Social Council resolutions 1535 (XLIX) and 1621 A (LI)]	New York	54 G	One session every two years
60.	Committee on Non-Governmental Organizations [Economic and Social Council resolutions 3 (II) and 1296 (XLIV)]	New York	19 G	One session every two years
61.	Committee on Relations with the Host Country [General Assembly resolution 2819 (XXVI)]	New York	15 G	As required
62.	Committee on the Elimination of Discrimination against Women [General Assembly resolution 34/180]	Vienna*	23 E	One session per year
63.	Committee on the Elimination of Discrimination against Women - Pre-sessional Working Group [General Assembly resolution 44/73]	Vienna*	5 E	
64.	Committee on the Elimination of Racial Discrimination [General Assembly resolution 2106 A (XX)]	Geneva*	18 E	Two sessions per year
65.	Committee on the Development and Utilization of New and Renewable Sources of Energy [General Assembly resolution 37/250]	New York	159 G	One session every two years
66.	Committee on the Peaceful Uses of Outer Space [General Assembly resolution 1472 A (XIV)]	New York	53 G	One session per year
67.	Committee on the Peaceful Uses of Outer Space - Legal Sub-Committee [General Assembly resolution 1472 A (XIV)]	New York/ Geneva	53 G	One session per year
68.	Committee on the Peaceful Uses of Outer Space - Scientific and Technical Sub-Committee [General Assembly resolution 1472 A (XIV)]	New York	53 G	One session per year

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	Organ	Location	Membership	Periodicity
69.	Conference on Disarmament [General Assembly resolutions 1722 (XVI), S-10/2 and 34/83 L]	Geneva	40 G	Two sessions per year
70.	Consultative Committee on the United Nations Development Fund for Women [General Assembly resolution 31/133]	New York	5 G	Two sessions per year
71.	Disarmament Commission [General Assembly resolution S-10/2]	New York	159 G	One session per year
72.	Disarmament Commission, organizational session [General Assembly resolution S-10/2]	New York	159 G	One session per year
73.	ECA - meeting of the Conference of Ministers, and session of the Commission [Economic and Social Council resolution 671 (XXV)]	Addis Ababa	50 G	One session per year
74.	ECA - Technical Preparatory Committee of the Whole [Economic and Social Council resolution 671 (XXV)]	Addis Ababa	50 G	One session per year
75.	ECE [Economic and Social Council resolution 36 (IV)]	Geneva	34 G	One session per year
76.	ECLAC [Economic and Social Council resolution 106 (VI), Economic and Social Council decision 1985/188 and ECLAC resolution 465 (XX)]	Santiago	44 G	One session every two years
77.	ECLAC - Committee of the Whole [Economic and Social Council resolution 106 (VI)]	Santiago	44 G	One session every two years
78.	ESCAP [Economic and Social Council resolutions 37 (IV), 69 (V) and 723 B (XXVIII)]	Bangkok	38 G	One session per year
79.	ESCWA [Economic and Social Council resolution 1818 (LV)]	Baghdad	14 G	One session every two years
80.	Economic and Social Council [Charter]	New York/ Geneva	54 G	Two sessions per year

	Organ	Location	Membership	Periodicity
81.	Economic and Social Council - Election of Bureau [Charter]	New York	54 G	
82.	Economic and Social Council, organizational session [Charter]	New York	54 G	
83.	Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders [General Assembly resolution 415 (V) and Economic and Social Council resolution 1987/49]	Havana	170 G	
84.	Eighth United Nations Pledging Conference for the World Disarmament Campaign [General Assembly resolution 44/117 A]	New York	170 G	
85.	Eleventh meeting of States Parties to the International Covenant on Civil and Political Rights [General Assembly resolution 2200 A (XXI)]	New York	87 G	One session every two years
86.	Fourth Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons [General Assembly resolution 43/82]	Geneva	140 G	
87.	Fourth United Nations European Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	Geneva	6 E	
88.	General Assembly session [Charter]	New York	159 G	
89.	Group of Experts on Geographical Names [Economic and Social Council resolutions 715 (XXVII) and 1314 (XLIV)]	New York	70 E	One session every two years
90.	Group of Governmental Experts to Carry Out a Comprehensive Update of the Study on Nuclear Weapons [General Assembly resolution 43/75 N]	New York	12 E	

	Organ	Location	Membership	Periodicity
91.	Group of Governmental Experts to Consider Aspects of International Arms Transfer [General Assembly resolution 43/75 I]	New York	20 E	
92.	Group of Intergovernmental Experts to Study the Economic and Social Consequences of Illicit Traffic in Drugs [General Assembly resolution 44/142]	Vienna	-	
93.	Group of Intergovernmental Experts to Study the Enhancement of the Efficiency of the United Nations Structure for Drug Abuse Control [General Assembly resolution 44/141]	Vienna	10 E	
94.	Group of Qualified Governmental Experts to Undertake a Study on the Role of the United Nations in the Field of Verification [General Assembly resolution 43/81 B]	New York	20 E	
95.	High-level Committee on the Review of Technical Co-operation among Developing Countries [General Assembly resolution 33/134]	New York	170 G	One session every two years
96.	Human Rights Committee [General Assembly resolution 2200 A (XXI)]	Geneva*	18 E	Three sessions per year
97.	Human Rights Committee - Working Group on Communications [General Assembly resolution 2200 A (XXI)]	Geneva*	5 E	Three sessions per year
98.	ICSC [General Assembly resolution 3357 (XXIX)]	New York	15 E	Two sessions per year
99.	Intergovernmental Committee on Science and Technology for Development [General Assembly resolution 34/218]	New York	159 G	One session every two years

	Organ	Location	Membership	Periodicity
100.	Intergovernmental Group to Monitor the Supply and Shipping of Oil and Petroleum Products to South Africa [General Assembly resolution 42/23 F]	New York	11 G	
101.	Intergovernmental Oceanographic Commission - Working Group [Economic and Social Council resolution 1893 (LVII)]	New York	75 G	One session per year
102.	Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting [Economic and Social Council resolution 1982/67]	New York	34 G	One session per year
103.	INSTRAW - Board of Trustees [General Assembly resolutions 33/187 and 34/152]	Santo Domingo	11 E	One session per year
104.	International Conference on Kampuchea or any other conference of an international nature under the auspices of the Secretary-General [General Assembly resolutions 35/6 and 43/19]	New York	170 G	
105.	International Law Commission [General Assembly resolution 174 (III)]	Geneva	34 E	One session per year
106.	Investments Committee [General Assembly resolution 248 (III)]	New York	9 E	Four meetings per year
107.	International Narcotics Control Board [Single Convention on Narcotic Drugs of 1961, article 11]	Vienna	13 E	Two or three sessions per year
108.	Joint meetings of the Committee for Programme and Co-ordination and the Administrative Committee on Co-ordination [Economic and Social Council resolution 2008 (LX) and General Assembly resolution 31/93]	New York	34 G 25 ST	One session per year

	Organ	Location	Membership	Periodicity
109.	Meeting between representatives of the General Secretariat of the Organization of African Unity and the secretariats of the United Nations and other organizations of the United Nations system [General Assembly resolution 44/17]	Addis Ababa	25 ST	
110.	Meeting between representatives of the Secretariat of the United Nations and of the General Secretariat of the League of Arab States [General Assembly resolution 43/3]	Geneva	25 ST	One session a year
111.	Meeting between the Secretariat of the Latin American Economic System and the Secretariat of the United Nations [General Assembly resolution 44/4]	To be determined	To be determined	
112.	Meeting of States Parties to the Convention on the Elimination of All Forms of Discrimination against Women [General Assembly resolution 34/180]	New York	95 G	One session every two years
113.	Meeting of States Parties to the International Convention against Apartheid in Sports [General Assembly resolution 40/64 G]	New York	43 G	
114.	Military Staff Committee [Charter]	New York	5 G	Every second Friday
115.	Panel of External Auditors of the United Nations, the Specialized Agencies and the International Atomic Energy Agency [General Assembly resolution 347 (IV)]	New York	9 E	One session per year
116.	Population Commission [Economic and Social Council resolutions 150 (VII) and 1147 (XLI)]	New York	27 G	One session every two years

	Organ	Location	Membership	Periodicity
117.	Preparatory Commission for the International Sea-Bed Authority and for the International Tribunal for the Law of the Sea [General Assembly resolution 37/66]	Geneva, Kingston or New York	159 G	
118.	Preparatory Committee for the Fourth Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons [General Assembly resolution 43/82]	Geneva	140 G	
119.	Preparatory Committee for the United Nations Conference on Environment and Development [General Assembly resolution 44/228]	New York/ Nairobi/ Geneva	170 G	
120.	Preparatory Committee of the Whole for the Special Session of the General Assembly on the Question of International Co-operation against Illicit Production, Supply, Demand, Trafficking and Distribution of Narcotic Drugs [General Assembly resolution 44/16]	New York	159 G	
121.	Preparatory Committee of the Whole for the Special Session of the General Assembly Devoted to International Economic Co-operation, in Particular to the Revitalization of Economic Growth and Development of the Developing Countries [General Assembly decision 43/460]	New York	159 G	
122.	Preparatory Planning Meeting for the Seventh United Nations International NGO Meeting on the Question of Palestine and the European Regional NGO Symposium [General Assembly resolution 44/41 B]	Geneva	22 E	

	Organ	Location	Membership	Periodicity
123.	Preparatory Planning Meeting for the Seventh United Nations North American Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	New York	12 E	-
124.	Scientific and Technical Committee on the International Decade for Natural Disaster Reduction [General Assembly resolution 44/236]	Geneva	25 E	-
125.	Second meeting of States Parties to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment [General Assembly resolution 39/46 A]	Geneva	40-50 G	One session every two years
126.	Second Meeting of Chairpersons of Human Rights Treaty Bodies [General Assembly resolution 44/135]	Geneva	5 G	
127.	Second United Nations Conference on the Least Developed Countries [General Assembly resolution 42/177]	Paris	170 G	
128.	Second United Nations Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices [General Assembly resolution 41/167]	Geneva	a/	
129.	Security Council [Charter]	New York	15 G	As required
130.	Security Council - Committee established under Security Council resolution 421 (1977) concerning the question of South Africa	New York	15 G	As required

	Organ	Location	Membership	Periodicity
131.	Security Council Committee of Experts [decision taken by the Security Council at its 1st meeting, 1946]	New York	15 G	As required
132.	Security Council - Committee of Experts established by the Security Council at its 1506th meeting	New York	15 G	As required
133.	Security Council - Ad Hoc Sub-Committee on Namibia [Security Council resolutions 276 (1970) and 283 (1970)]	New York	15 G	As required
134.	Security Council - Committee on the Admission of New Members [decision taken by the Security Council at its 42nd meeting, 1946]	New York	15 G	As required
135.	Security Council - Committee on Council Meetings Away from Headquarters [decision taken by the Security Council at its 1625th meeting]	New York	15 G	As required
136.	Security Council - Ad Hoc Committee established under Security Council resolution 507 (1982)	New York	4 G	As required
137.	Security Council - Commission established under Security Council resolution 446 (1979)	New York	3 G	As required
138.	Seventh United Nations International NGO Meeting on the Question of Palestine [General Assembly resolution 44/41 B]	Geneva	15 E	
139.	Seventh United Nations North American Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	New York	6 E	

	Organ	Location	Membership	Periodicity
140.	Special Committee against Apartheid [General Assembly resolution 1761 (XVII)]	New York	19 G	As required
141.	Special Committee against Apartheid - Special Meeting in Observance of the International Day of Solidarity with the Struggle of Women in South Africa and Namibia [General Assembly resolution 36/172 K]	New York	19 G	
142.	Special Committee against Apartheid - Special Meeting in Observance of the International Day of Solidarity with the Struggling People of South Africa [General Assembly resolution 32/105 I]	New York	19 G	
143.	Special Committee against Apartheid - Special Meeting in Observance of the International Day for the Elimination of Racial Discrimination [General Assembly resolution 32/105 I]	New York	19 G	
144.	Special Committee on Peace-keeping Operations and its Working Group [General Assembly resolution 2006 (XIX)]	New York	34 G	As required
145.	Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization [General Assembly resolution 3349 (XXIX)]	New York	47 G	
146.	Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples [General Assembly resolution 1654 (XVI)]	New York	24 G	

	Organ	Location	Membership	Periodicity
147.	Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories [General Assembly resolution 2443 (XXIII)]	Geneva	3 G	
148.	Special High-level Council for the International Decade for Natural Disaster Reduction [General Assembly resolution 44/236]	Geneva	6 E	
149.	Special session of the General Assembly devoted to international economic co-operation, in particular to the revitalization of economic growth and development of the developing countries [General Assembly decision 43/460]	New York	159 G	
150.	Special session of the General Assembly to consider the question of international co-operation against illicit production, supply, demand, trafficking and distribution of Narcotic Drugs [General Assembly decision 44/16]	New York	159 G	
151.	States Parties to the International Convention on the Elimination of All Forms of Racial Discrimination [General Assembly resolution 2106 (XX)]	New York	128 G	One session every two years
152.	Statistical Commission [Economic and Social Council resolutions 8 (I), 8 (II) and 1566 (L)]	New York	24 G	One session every two years
153.	Statistical Commission - Working Group on International Statistical Programmes and Co-ordination [Economic and Social Council resolution 1306 (XLIV)]	Geneva	8 G	One session every two years

	Organ	Location	Membership	Periodicity
154.	Tenth Meeting of Experts on the United Nations Programme in Public Administration and Finance [Economic and Social Council decision 1989/114]	New York	22 E	
155.	Trusteeship Council (and drafting committees) [Charter]	New York	5 G	One session per year
156.	Twelfth United Nations Regional Cartographic Conference for Asia and the Pacific [Economic and Social Council resolution 1987/136]	Bangkok	159 G	One session every four years
157.	UNCTAD - United Nations Conference on Trade and Development [General Assembly resolution 1995 (XIX)]	Geneva	a/	Once every four years
158.	UNCTAD - Committee on Invisibles and Financing related to Trade (Financing related to Trade) [Conference resolution 10 (I)]	Geneva	a/	Twice between sessions of the Conference
159.	UNCTAD - Committee on Commodities [Trade and Development Board decision 7 (I)]	Geneva	a/	Normally twice between sessions of the Conference
160.	UNCTAD - Committee on Shipping [Trade and Development Board decision 11 (I)]	Geneva	a/	Twice between sessions of the Conference
161.	UNCTAD - Committee on Tungsten [Trade and Development Board decision 7 (I)]	Geneva	a/	One session per year
162.	UNCTAD - Intergovernmental Group on the Least Developed Countries [General Assembly resolution 42/177]	Geneva	a/	
163.	UNCTAD - Intergovernmental Group on the Least Developed Countries: Island Developing Countries and Donor Countries and Organizations [General Assembly resolution 43/189]	Geneva	a/	

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	Organ	Location	Membership	Periodicity
164.	UNCTAD - Intergovernmental Group of Experts on Restrictive Business Practices [TD/B/RPB/CONF.10/Rev.1, sect. G, para. 6, endorsed by General Assembly resolution 35/63]	Geneva	a/	One session per year
165.	UNCTAD - Special Committee on Preferences [Conference resolution 77 (III)]	Geneva	a/	One session per year
166.	UNCTAD - Trade and Development Board [General Assembly resolution 1995 (XIX) and Conference resolution 114 (V)]	Geneva	a/	One session in two parts per year
167.	UNCTAD - other commodity conferences and commodity meetings [Trade and Development Board decision 7 (I)]	Geneva	a/	As required
168.	UNCTAD - other working parties, study groups and expert groups (convened pursuant to a specific resolution in each particular case)	Geneva	G or E	As required
169.	UNCTAD - Working Group on International Shipping Legislation [Trade and Development Board decision 46 (VII)]	Geneva	a/	One session per year
170.	UNCTAD - Working Party on the Medium-Term Plan and the Programme Budget [Conference resolution 114 (V) and Trade and Development Board decision 156 (XVII)]	Geneva	a/	Two sessions per year
171.	UNDP - Governing Council [General Assembly resolution 2029 (XX)]	New York/ Geneva	48 G	One session per year
172.	UNDP - Governing Council - Budgetary and Finance Committee [Decision of the twelfth session of the Governing Council]	New York/ Geneva	48 G	One session per year

	Organ	Location	Membership	Periodicity
173.	UNDP - Governing Council, organizational meeting and special session [General Assembly resolution 2029 (XX) and Governing Council decision 85/17]	New York	48 G	One session per year
174.	UNDP - Inter-Agency Consultative Meeting [General Assembly resolution 32/197]	New York	33 ST	
175.	UNDP - Working Group of the Committee of the Whole [UNDP Governing Council decision 85/17]	New York	48 G	
176.	UNEP - Governing Council [General Assembly resolutions 2997 (XXVII) and 42/185]	Nairobi	58 G	One session every two years
177.	UNHCR - Executive Committee [General Assembly resolution 1166 (XII)]	Geneva	43 G	One session per year
178.	UNICEF - Executive Board, Committee on Administration and Finance, Programme Committee [General Assembly resolution 57 (I)]	New York	41 G	One session per year
179.	UNITAR - Board of Trustees [General Assembly resolution 1934 (XVIII)]	New York	28 E	One session per year
180.	UNRWA - Advisory Commission [General Assembly resolution 302 (IV)]	Vienna	10 G	One session per year
181.	UNU - Council [General Assembly resolution 3081 (XXVIII)]	Tokyo	28 E	Two sessions per year
182.	United Nations Administrative Tribunal [General Assembly resolution 351 A (IV)]	New York/ Geneva	7 E	Two sessions per year
183.	United Nations African Regional Seminar and NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	Freetown	20 E	

	Organ	Location	Membership	Periodicity
184.	United Nations Asian Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	To be determined	6 E	
185.	United Nations Asian Regional Seminar on the Question of Palestine [General Assembly resolution 44/41 B]	To be determined	20 E	
186.	United Nations Board of Auditors [General Assembly resolution 74 (I)]	New York	3 E	Two sessions per year
187.	United Nations Commission on International Trade Law [General Assembly resolution 2205 (XXI)]	Vienna/ New York	36 G	One session per year
188.	United Nations Commission on International Trade Law - Working Group on International Payments [General Assembly resolution 2928 (XXVII)]	Vienna/ New York	36 G	Two sessions per year
189.	United Nations Commission on International Trade Law - Working Group on the New International Economic Order, twelfth session [General Assembly resolution 33/92]	Vienna/ New York	36 G	Two sessions per year
190.	United Nations Commission on International Trade Law - Working Group on International Contract Practices [General Assembly resolution 33/92]	Vienna/ New York	36 G	Two sessions per year
191.	United Nations Conciliation Commission for Palestine [General Assembly resolution 194 (III)]	New York	3 G	As required
192.	United Nations Conference on the Liability of Operators of Transport Terminals in International Trade [General Assembly resolution 44/33]	Vienna	170 G	

	Organ	Location	Membership	Periodicity
193.	United Nations Council for Namibia [General Assembly resolution 2248 (S-V), sect. II]	New York	31 G	As required
194.	United Nations European Regional Seminar on the Question of Palestine [General Assembly resolution 44/41 B]	To be determined	20 E	
195.	United Nations/FAO World Food Programme Pledging Conference [General Assembly resolution 42/164]	New York	170 G	
196.	United Nations Latin American and Caribbean Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	To be determined	6 E	
197.	United Nations Joint Staff Pension Board [General Assembly resolution 248 (III)]	New York	33 E	One session per year
198.	United Nations Joint Staff Pension Board - Committee of Actuaries [General Assembly resolution 1561 (XV), article XXIX]	New York	6 E	One session per year
199.	United Nations Joint Staff Pension Board - Standing Committee [General Assembly resolution 248 (III)]	New York	9 E	Two sessions per year
200.	United Nations Staff Pension Committee [General Assembly resolution 248 (III)]	New York	20 E	Three sessions of one meeting each per year
201.	United Nations Latin American and Caribbean Regional Seminar on the Question of Palestine [General Assembly resolution 44/41 B]	To be determined	20 E	
202.	United Nations North American Regional NGO Symposium on the Question of Palestine [General Assembly resolution 44/41 B]	New York	6 E	

	Organ	Location	Membership	Periodicity
203.	United Nations North American Regional Seminar on the Question of Palestine [General Assembly resolution 44/41 B]	New York	10 E	
204.	United Nations Pledging Conference for Development Activities [General Assembly resolution 32/197]	New York	170 G	
205.	United Nations Scientific Committee on the Effects of Atomic Radiation [General Assembly resolution 913 (X)]	Vienna	21 G	One session per year
206.	WFC [General Assembly resolution 3348 (XXIX)]	Rome	36 G	One session per year
207.	Working Group on the Drafting of an International Convention on the Protection of the Rights of Migrant Workers and Their Families [General Assembly resolution 34/7]	New York	159 G	
208.	Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East [General Assembly resolution 2656 (XXV)]	New York	9 G	

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* Treaty bodies entitled to meet away from established headquarters.

a/ Open to all States members of UNCTAD.